

## ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I have received and reviewed a copy of the Town of Old Lyme's Employee Handbook. I understand that it is my obligation to familiarize myself with and abide by and comply with all the policies and procedures set forth therein.

I further understand that this Handbook does not create any expressed or implied contract and that the Town at any time without prior notice may add, modify, eliminate or otherwise change the policies and provisions contained in the Handbook.

I further understand that unless otherwise provided by: 1) any written contract that has been executed between me and the Town, 2) any applicable collective bargaining agreement provision, or 3) statute that applies to me, employment with the Town is employment at will, which means that I am free to resign at any time and I may be terminated from employment by the Town at any time, with or without cause or prior notice.

Signature of employee: \_\_\_\_\_

Printed name of employee: \_\_\_\_\_

Date: \_\_\_\_\_



**OLD LYME**  
CONNECTICUT